



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

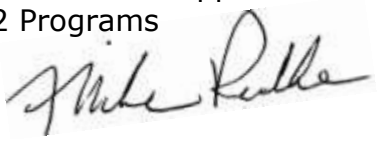
RICK SNYDER  
GOVERNOR

MICHAEL P. FLANAGAN  
STATE SUPERINTENDENT

May 23, 2013

**MEMORANDUM**

**TO:** Local Educational Agency Fiscal Agents, Service Providers, Facility Contacts, and MEGS+ Consolidated Application Main Contacts for Title I, Part D, Subpart 2 Programs

**FROM:** Mike Radke, Director  
Office of Field Services 

**SUBJECT:** Application for Funding and Formal Agreement for Title I, Part D, Subpart 2 Programs 2013-14 Grant Cycle

The Michigan Department of Education (MDE) Office of Field Services (OFS) is pleased to announce the availability of the newly combined "Application for Funding/Formal Agreement" for Title I, Part D federal funding for Local Educational Agencies (LEAs) for the new grant cycle covering the 2013-14 school year. Please note that Title I, Part D funds are allocated to eligible facilities and are administered by the Fiscal Agents.

The "Application for Funding/Formal Agreement" for Federal Funding (Title I, Part D) must be completed in a joint effort between the Fiscal Agent, Service Provider and Facility. It must then be uploaded to the Fiscal Agent's 2013-14 Consolidated Application in the Michigan Electronic Grants System *Plus* (MEGS+) as an attachment using the "Additional Budget Detail Information" link. The deadline for submission of the "Application for Funding/Formal Agreement" is the same date the 2013-14 Consolidated Application is submitted in MEGS+. This action, along with marking "Apply Later" in the "Review Grant Selections" screen, provides the Fiscal Agent with an obligation date for Title I, Part D funds. When OFS notifies LEAs of their 2013-14 Title I, Part D allocations they must apply for their allocation and carryover funds, if applicable, by January 15, 2014, to maintain their obligation date.

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The new application is located on the OFS website is under Programs, Title I, Part D, Neglected and Delinquent, and the link to the application is: [Title I, Part D, Subpart 2 Application for Funding](#).

Please direct questions about the newly combined Title I, Part D application and formal agreement to Lee Craft, Title I, Part D Education Consultant, in the Office of Field Services at 517-373-6066 or [CraftL1@michigan.gov](mailto:CraftL1@michigan.gov), or to Shereen Tabrizi, Ph.D., Manager of the Special Populations Unit at [TabriziS@michigan.gov](mailto:TabriziS@michigan.gov).